



BOARD OF CORRECTIONS

600 BERCUT DRIVE, SACRAMENTO, CA 95814

916/445-5073
WWW.BDCORR.CA.GOV

January 7, 2004

Sheriffs; Chiefs of Police; Law Enforcement Facility Commanders

Enclosed you will find the **2004 Survey of Law Enforcement Facilities** and the **Monthly Report on the Detention of Minors in Buildings that Contain Lockups¹/Jails - 2004**. Sections 209 and 210.2 of the Welfare and Institutions Code (WIC) mandates the Board of Corrections (BOC) to collect this information from facility administrators to monitor compliance with applicable statutes and regulations. This survey will also help the BOC in determining the number of facilities in California that contain “lockups” or jails. The BOC has attempted to make this process as easy as possible for you while continuing to meet our statutory obligations.

Please complete and return the enclosed **2004 Survey of Law Enforcement Facilities** by February 1, 2004. If minors are detained in your facility and it contains a “lockup” or jail (as specified on the **2004 Survey of Law Enforcement Facilities**), please complete and return the **Monthly Report on the Detention of Minors in Buildings that Contain Lockups/Jails -2004** by the 10th of each month. A separate report must be submitted for each month of the 2004 calendar year.

The **2004 Survey of Law Enforcement Facilities**, the **Monthly Report on the Detention of Minors in Buildings that Contain Lockups/Jails -2004** forms and instructions, and the **Secure and Non-Secure Detention Logs** can be downloaded from our website at the following address: www.bdcorr.ca.gov/fsod/minors_lockups/minors_lockups.htm. Completed forms may also be submitted via email at hhzentner@bdcorr.ca.gov.

Should you have any questions, please contact Barbara Fenton at (916) 323-8620; email: bfenton@bdcorr.ca.gov. We appreciate your continued assistance in gathering accurate and pertinent information.

Sincerely,

William J. Crout, Deputy Director
Facilities Standards and Operations Division

Enclosures

¹ A “lockup” includes any secure enclosure or locked room under the control of a sheriff or other peace officer that is primarily used for the temporary confinement of adults upon arrest.

